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## Step by Step Instructions for current Volunteers with a User Id & password

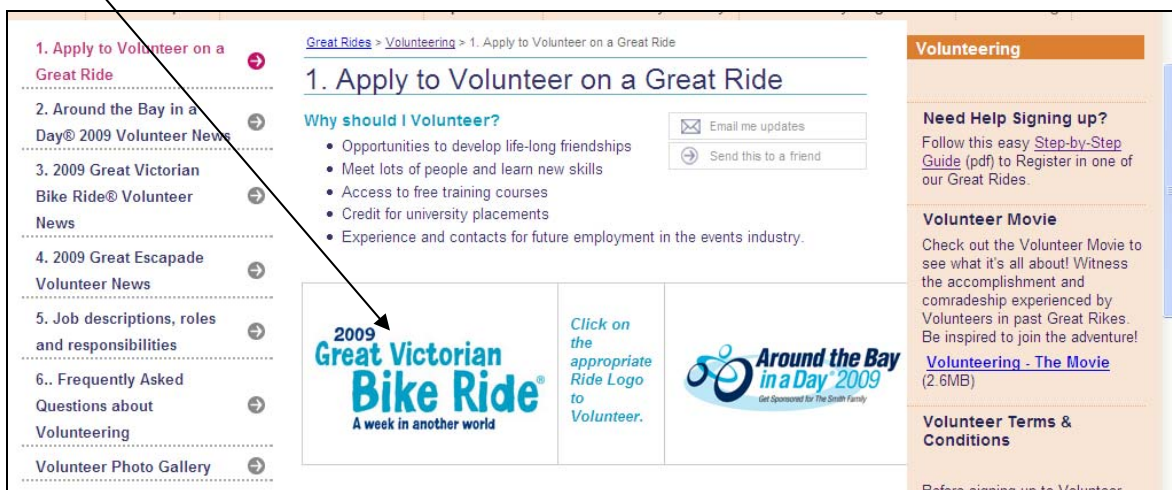
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If you have volunteered on one of our Rides in the last 12 months (2008 Around The Bay, 2008 Great Victorian Bike Ride and 2009 Great Escapade) you are already on our system.

So follow these steps to apply to volunteer on our next Great Ride.

### **Log in:**

Go to our webpage <http://www.bv.com.au/join-in/20007/> and click on the appropriate ride logo to apply for a volunteer role on this year's Ride.



The screenshot shows a web page titled "1. Apply to Volunteer on a Great Ride". On the left is a navigation menu with items like "1. Apply to Volunteer on a Great Ride", "2. Around the Bay in a Day", "3. 2009 Great Victorian Bike Ride", "4. 2009 Great Escapade", "5. Job descriptions, roles and responsibilities", "6. Frequently Asked Questions about Volunteering", and "Volunteer Photo Gallery". The main content area has a breadcrumb "Great Rides > Volunteering > 1. Apply to Volunteer on a Great Ride" and a heading "1. Apply to Volunteer on a Great Ride". Below this is a section "Why should I Volunteer?" with a bulleted list of benefits: "Opportunities to develop life-long friendships", "Meet lots of people and learn new skills", "Access to free training courses", "Credit for university placements", and "Experience and contacts for future employment in the events industry." There are also links for "Email me updates" and "Send this to a friend". At the bottom of the main content area are three boxes: "2009 Great Victorian Bike Ride" with the tagline "A week in another world", a text box saying "Click on the appropriate Ride Logo to Volunteer.", and "Around the Bay in a Day 2009" with the tagline "Get Sponsored for The Smith Family". On the right side of the page is a sidebar with a "Volunteering" header and sections for "Need Help Signing up?", "Volunteer Movie", "Volunteering - The Movie (2.6MB)", and "Volunteer Terms & Conditions".

Then click *I would like to volunteer for this organization* at the top of the page above the volunteer roles.

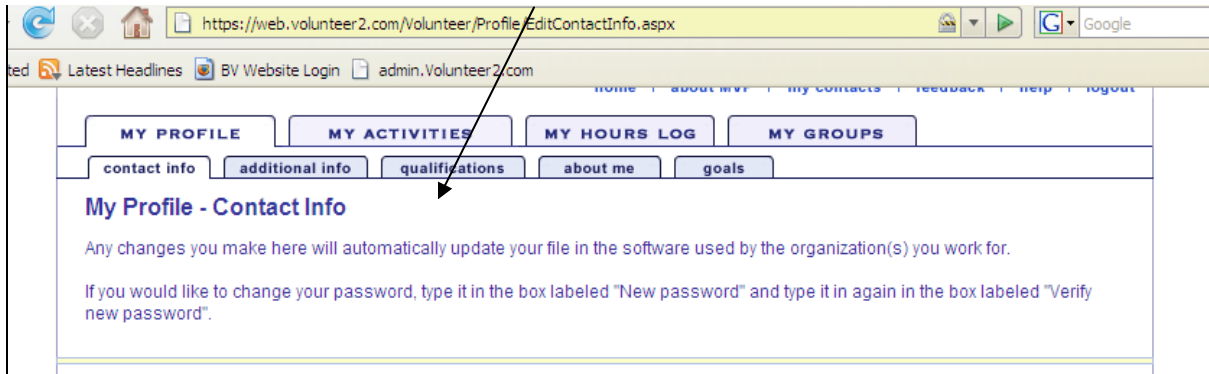
### **Update your page:**

Once you have logged into your account, the welcome page appears.

You will find 4 different tabs across the top. You should check and update all the details in these tabs. **Make sure that you save your settings by pressing the save – which appears on the bottom right corner of each heading.**

1. My Profile
2. My Activities
3. My Hours Log
4. My Groups

# 1. My Profile



Click on **My Profile** you will find another 4 tabs. You should update/complete these as follows:

## contact info

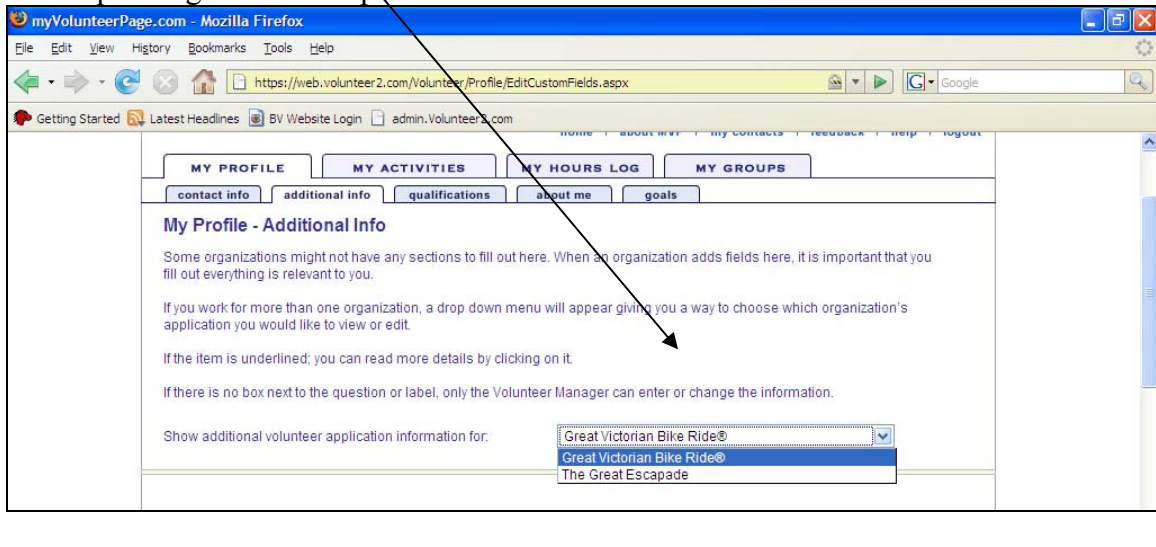
Update you contact details (e.g. current email, address or phone/mobile number).

## additional info

You must click on the event in which you would wish to volunteer eg. **Great Victorian Bike Ride**

Scroll down to update and answer questions including your **Transport Options** to and from the Ride and **any other ride specific requirements**

If you are under 18 years when the 2009 Great Victorian Bike Ride takes place you must have a parent/guardian complete the **Parental Consent**.



## qualifications

You must click on the event in which you would wish to volunteer eg. **Great Victorian Bike Ride** as in **additional info**

Update your **qualifications**.

## 2. My activities (What Team you want to Volunteer with)

The important tab here is **activity signup**. You must click on the event in which you would wish to volunteer eg. **Great Victorian Bike Ride**

### schedule

After the announcement date, if you have been successful and assigned a role – it will appear here

### activity signup

You must choose what role you would like to do.

- \* Choose at least one that you would be available to do
- \* If we have enough volunteers for this role, you can tick the box that you are interested if a position becomes available. (Do not forget to refresh the list).

To see a job description click on the role

MY PROFILE MY ACTIVITIES MY HOURS LOG MY GROUPS

schedule activity signup

### My Activities - Activity Signup

Click on the activity names below to read more about activities that might be of interest to you.

In addition to a description of the activity you will find check boxes that if you check, will indicate your interest and/or availability in the activity.

If you work for more than one organization, a drop down menu will appear giving you a way to choose which organization's activities you would like to view.

Show activities for: Great Victorian Bike Ride

Sort activities by: Activity name

Group activities by category:

Refresh List

Great Victorian Bike Ride

### My Hours Log:

No relevant

### My Groups:

If you wish to contact us, you will information here.

**The Rides Team of Bicycle Victoria is looking forward to welcome you on board!!!**